



UNITED STATES MARINE CORPS
HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452067
SAN DIEGO, CALIFORNIA 92145-2067

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StaO 4050.1
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STATION ORDER 4050.1

From: Commanding Officer
To: Distribution List

Subj: SHIPMENT AND STORAGE OF PERSONAL PROPERTY (HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, MOBILE HOMES AND PRIVATELY-OWNED VEHICLES)

Ref: (a) Joint Federal Travel Regulations (JFTR) Vol I (NOTAL)
(b) Joint Travel Regulations (JTR) Vol II (NOTAL)
(c) MCO P4600.7C
(d) MCO P1900.16D
(e) DoD 4500.34R (NOTAL)
(f) MCO P4050.38B

Encl: (1) Personal Property Shipping Checklist

1. Purpose. To provide information relative to the shipment and storage of personal property

2. Background. References (a) through (f) promulgate specific entitlements and instructions for individuals applying for shipment or storage of their personal property incident to permanent change of station (PCS), release from active duty (RELAD), discharge or retirement. Individuals arriving at the Personal Property Office with insufficient and incomplete orders or related documents create untimely delays in completing the Application for Shipment and/or Storage of Personal Property (DD Form 1299). During peak shipping periods, past experience has indicated that by not being prepared for the move or by not giving timely notice, "out-of-pocket" expenses can occur. The enclosure is offered as guidance.

3. Information. References (a) and (b) contain basic entitlements for the transportation and/or storage of personal property incident to PCS. Each application (DD Form 1299) must be supported by six complete copies of PCS orders or other written instruments which will authorize the shipment or storage at Government expense.

a. The following written instruments of authority may be used in lieu of PCS orders for the express purpose of shipping or storing personal property.

(1) Dependent Travel Certificate/Certificate in lieu of Orders. This certificate (NAVMC Form 11060) is for use by Marines being separated from the service without orders and who request shipment of their household goods incident to discharge or release from active duty. Certificates of this nature will be typed in the format prescribed and as shown in Figure 1-1 of reference (d). This certificate may be locally issued up to a maximum of 180 days in advance of the effective date of the Marine's discharge/release from active duty. When this form is issued, commanding officers will ensure that the entries are correct. References (c) and (d) apply. This requirement is not applicable to Marine Corps officers or enlisted personnel who are retiring or members of other services.

(2) Official Notification of Pending Orders. Notification or a certificate of intent to issue orders is for use by members requesting shipment of their household goods prior to receipt of PCS orders or retirement orders. Paragraph U5330.G of reference (a) applies.

(3) Export of Casualty (DD Form 1300). This form may be used by the dependent, next of kin, command designated agent (Casualty officer) or legal heir to support a request for shipment/storage of the deceased member's personal property under the conditions specified in U5372.A of reference (a).

b. Non-temporary Storage. Authorized only at origin. This type of storage generally is authorized incident to assignment/transfer overseas, sea duty, separation, retirement or to temporary duty for further assignment. Non-temporary storage of overflow items incident to assignment of Government quarters is also authorized. References (a) through (c) apply.

4. Action. Due to processing requirements, it will be necessary for members to make application for shipment/storage at least 14 working days prior to the requested pickup date. Therefore, advance planning is critical. Arrangements to make out applications for moving should be made as soon as possible upon receipt of orders to ensure dates can be met and to avoid undue delays in meeting members needs.

a. The Personal Property Office hours are 0730 to 1630, Monday through Friday.

b. Unit commanders are urged to ensure that personnel receive all available assistance in obtaining orders in a timely manner to eliminate any possible hardship for the member.

c. Disposition of personal effects and baggage belonging to deceased, missing, hospitalized, absent without leave or incarcerated members will be processed per reference (f).

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and Commanding Officers, Marine Aircraft Group 46 and Combat Service Support Detachment 14 concur in the provisions of this Order.



T. A. CAUGELAN

DISTRIBUTION: A

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PERSONAL PROPERTY SHIPPING CHECKLIST

1. Preplanning

a. Contact the Personal Property Shipping Office, Building 2258, or call extension 1044 or 1276 for all information on entitlements, restrictions and privileges which are authorized by your orders. Do not depend on well meaning friends to answer your questions.

b. Determine the number and type of shipment or storage you will want. Support each application (DD Form 1299) with six complete copies of your orders.

NOTE: Depending on the type of orders received, you may have to furnish endorsements or modifications.

NOTE: If interested in the "Do-It-Yourself" (DITY) Program, allow 5 working days to process the necessary paperwork. TMO has the authority to approve or deny a DITY move. The DITY move option will be denied when not cost effective or not qualified as an authorized shipment.

c. Plan a separate pack and pickup date for each required shipment.

NOTE: Plan ahead. You or your designated agent must be present at the place of pickup. The carriers do not set appointment times. On the day(s) scheduled for packing and loading, someone must be present between the hours of 0800 and 1700, for either outbound shipments or non-temporary storage. If packers arrive and find no one at the residence you will be charged for an attempted pickup.

d. The Personal Property Counselor will discuss with you the Required Delivery Date (RDD). RDD is a deadline - not a scheduled delivery date. Your shipment must be offered to the destination TMO for delivery or storage by the carrier on or before the RDD. The actual delivery date is scheduled by you with the destination TMO. When considering the RDD, take into account:

(1) Method/Mode of shipment and the average transit times for the carrier (the counselor will advise).

(2) Your travel time including any leave time enroute.

(3) Family arrival, anticipated delay in obtaining housing.

(4) Factors that affect the carrier's ability to perform services such as severe weather, fuel shortages, strikes, mechanical breakdowns, etc. With the aforementioned in mind, plan your unaccompanied baggage shipment and items to carry with you.

e. Prior to the packers arriving, check the attic, basement, garage, patio, etc. Look around the entire home area and decide what you will not be taking with you. Discard, sell or give away old clothing, magazines, broken or unserviceable appliances, furniture, toys, etc. Consider "Would you ship it if you were paying for the move, storage and subsequent delivery?"

f. Unauthorized items for shipment or storage include but are not limited to the following: plants, perishable foods, open boxes of food, ammunition, animals, automobiles (except overseas) and flammable (this includes pressurized cans). Ask Quality Control or an inspector about items you have any doubt about shipping.

g. Ensure that your personal property items are free of soil and pest infestation. Packers may refuse to pack or pickup your goods and the result could cause you added expense for "attempted pickup" charge.

h. Do not turn off your phone until after your shipment has been removed from your home.

2. Packing Day

a. Items easily pilfered (jewelry, credit cards, checkbooks, cash, cameras) should be locked up and away from where the packers will be working.

b. Items not to be shipped should be identified and/or moved out of sight of the packers.

c. Disconnect gas and electrical appliances: washer, dryer, radios, clocks, and lamps. Wrap lamp cords around the base.

d. When the packers arrive, go around with the leader of the crew and give him specific instructions such as items not to be packed or a room not to be entered.

e. Point out items that you are declaring as professional books, papers, and equipment. These items must be packed separately and listed separately on your inventory.

f. Constantly check that all cartons are being sealed and are marked with a general description.

g. Before the packers leave, check each room, garage, closet, cabinet, etc. to make sure that everything has been packed.

h. The carrier will complete a DD Form 619 to indicate the amount of packing material used. Check for accuracy before signing the form. Under no circumstances sign a blank form.

3. Loading Day

a. Again - lock up those easily pilfered items.

b. When the loaders arrive, go around with the leader of the crew and give him specific instructions such as items not to be loaded or a room not to be entered.

c. As the movers dismantle articles, make sure that all hardware (nuts, bolts, etc.) are placed in a small bag and securely attached to the article. It is recommended however that you take small hardware items with you if feasible.

d. If the carrier is unqualified for a specific disassembly task, TMO may authorize a third party to perform the disassembly unless you choose to do it yourself.

e. If the finish or structure of an item to be disassembled has to be altered in order to remove fasteners, it is your responsibility to authorize such alteration before disassembly begins. Any cost for refinishing the alteration will not be charged to the government or the carrier.

f. Be sure all items (cartons, furniture, etc.) are tagged with an inventory number and are recorded on the inventory.

g. After each inventory page is completed by the driver, it should be offered to you for review. If not offered, ask for it. Do not argue with the driver over small disagreements in his item description or use of condition codes. If you wish to challenge the accuracy of the item description (especially electronic items and furniture) and/or the condition codes noted by the driver, use the "Remarks" section (usually at the bottom of the inventory page) for your corrections, comments and/or additions. If the driver is using excessive condition codes, call TMO. After you have finished your review of the inventory, sign each page and return it to the driver. They will then give you a copy before they leave.

h. Before you release the crew, check your house, garage, any storage shed, patio, cabinets, closets, etc. for items which you intend to ship but may have inadvertently not been loaded. Make sure these last minute items are added to the inventory.

i. If you are asked to sign another DD Form 619 by the loader for additional packing material, verify that the additional material was actually used. You will be given a copy of the Government Bill of Lading (PPGBL). This is the carrier's order from the government to pack and ship your property.

4. Arriving at Destination. Upon arrival at your destination, check in immediately with the Inbound Section of the destination Personal Property Office. This installation is listed in Block 5 of your DD Form 2299 or Block 20 of your PPGBL. Provide the Inbound Section with your intentions regarding direct delivery or storage.

5. Problem. When problems arise during any phase of your move that you cannot effectively resolve, call the Quality Control Section immediately at (619) 556-6683 or (888) 216-5733.